

**S-E-C-R-E-T**

Approved For Release 2003/04/29 : CIA-RDP84-00780R001300030003-4

**FILE**

**23 NOV 1966**

**MEMORANDUM FOR: Director of Security**

*DDP 66 6180*

**SUBJECT : Qualifications Inventory**

1. You may be aware that the Office of Personnel has been working for some time toward the development of a method for obtaining additional information to add to the Employee Qualifications Inventory. A questionnaire, Form 444j, to accomplish this purpose has been coordinated together with a proposed agency notice announcing the program.

2. In reviewing the proposed form during the coordination process, the Clandestine Services stipulated that the form, when printed, should be marked "Secret (when filled in) - Official Use Only." Headquarters regulation  says that the control marking "For Official Use Only" is used alone and never in conjunction with a defense classification. If we print the form as stipulated by the Clandestine Services, it will become "Secret" when it has been filled in and necessarily will continue to carry the control "For Official Use Only" which would be placed there for purposes of controlling the document before it is filled in. One suggestion which has been offered would permit the form to be marked "Secret (when filled in) - Official Use Only (until filled in)."

3. We need a resolution of this question before we can proceed with the processing and would appreciate it if you could undertake to work this out with the Clandestine Services and give us your guidance. A copy of our file is attached for your information. We are interested, of course, in concluding the processing of this proposal as rapidly as possible and will appreciate anything you can do to accelerate it.

Chief, Support Services Staff

att

C/SSS/DDS:RHW:gf(23 Nov 66)

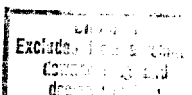
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